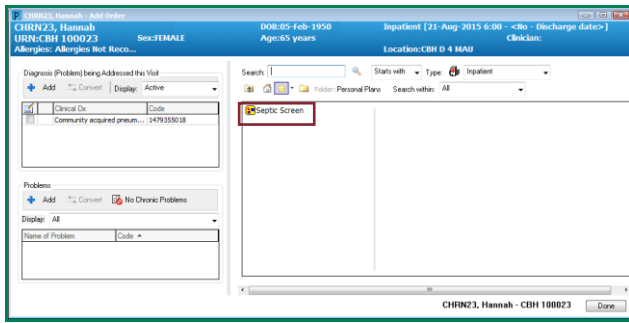
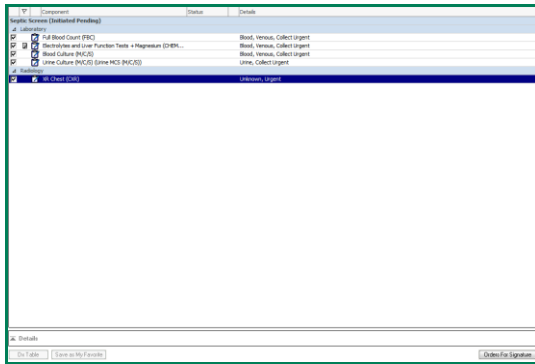


19. Your newly created *Order Plan* will now appear in the *Personal Plans* folder marked by

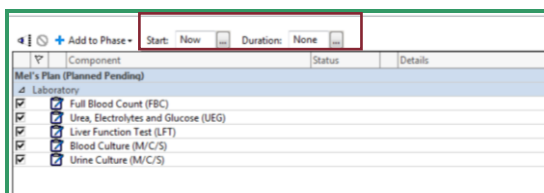


Activating an Order Plan

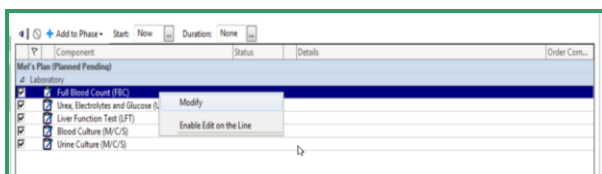
- To use an *Order Plan* go to *Orders* and click *Add*
- Click then click the *Personal Plans* folder and click the plan you want to activate
- All the orders within that plan will populate into the *Orders* window
- Click *Done* to view the orders



5. If desired you can alter the *Start* and *Duration* times of the plan by clicking **Start: Now** **Duration: None** in the Toolbar located above the orders

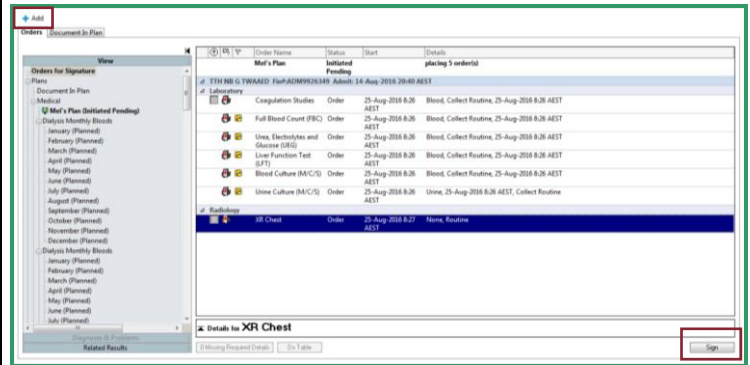


- If required you can modify order details before signing them off
- Right-click on the order you want to modify and select *Modify*
- Once you have altered any necessary order details click *Orders for Signature*



- From the next window that appears you can add any additional orders that weren't included in the Order Plan
- Just click *Add* and place orders as you normally would

11. Once you've finished adding any additional orders click *Sign* to have all the orders actioned



- Type in your Novell Username and Login
- All the orders within the *Order Plan* will all have been actioned at the same time and have saved you searching and adding those orders individually
- Any orders placed via an *Order Plan* will display the *Plan* symbol next to them

